

COMMONWEALTH OF VIRGINIA

**STATE PLAN
FOR VIRGINIA'S SCSEP GRANTEES
FOR PROGRAM YEARS 2008 – 2011**

National Sponsor Grantees:

**AARP
Experience Works
Goodwill Industries
NCOA**

State Grantee:

Virginia Department for the Aging

**PREPARED BY THE
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SENIOR EMPLOYMENT SERVICES COORDINATION PLAN

Virginia Department For The Aging Commonwealth Of Virginia

Program Years 2008 - 2011

Introduction to the Plan

The Virginia Department for the Aging (VDA), which administers the state's Senior Community Service Employment Program (SCSEP), is responsible for taking the lead role to complete a *State Plan*. This plan is required by the 2006 Older Americans Act (OAA) Amendments, signed into law by the President on October 17, 2006. The OAA amendments mandate significant changes to the former annual State Plan, requiring submission of a State Plan that includes a four-year strategy for the statewide provision of community services and other activities for eligible individuals under the SCSEP. The four-year strategy requires that grantees take a longer-term view of the SCSEP program than in prior State Plans. The new State Plan is intended to foster both short-term and long-term coordination among the various national and state SCSEP grantees and sub-recipients operating within the State. It is intended to facilitate the efforts of key stakeholders to work collaboratively through a participatory process to accomplish the SCSEP's goals.

SCSEP is the only federally sponsored job creation program targeted to low-income older Americans. The program subsidizes part-time community service jobs for low-income persons age 55 years and older who have poor employment prospects. The program fosters economic self-sufficiency by moving able participants into unsubsidized employment in the public and private sectors. Program enrollees work in a wide variety of community service jobs, including nurse's aides, teacher's aides, librarian's aides, and clerical workers. The program benefits both participants and the communities they serve.

SCSEP, authorized by Title V of the OAA Amendments, is administered at the federal level by the United States Department of Labor (DOL). DOL allocates funds to operate the program to state units on aging in the 50 states, the District of Columbia, Puerto Rico and the territories and awards funds based on open competition to eighteen national contractor organizations or sponsors. In the Commonwealth of Virginia, the state funding share (22%) is administered by VDA and the national sponsor funding share (78%) is administered by four national contractors. National sponsor organizations operating SCSEP in Virginia are the AARP Foundation, Goodwill Industries International, Inc., Experience Works, Inc., and the National Council on Aging.

DOL decided to conduct an open competition for the SCSEP national sponsor funds in the spring of 2006. Existing national contractors competed with new organizations resulting in an increase, on October 1, 2006, in the number of national grantees nationwide from thirteen to eighteen. National sponsors operating in Virginia, however, were reduced from five to four (noted above) including one new Virginia national sponsor, Goodwill Industries. The competition resulted in a significant redistribution of funds and service areas nationwide. In Virginia, the past year and a half has been one of transition as adjustments have been made to the new configuration and to implementation of new statutory requirements. Transfer of program participants among sponsors to accommodate the new assignments, adjusting to the loss of established service areas, assuming new service areas, implementing new performance measures, and increased data collection requirements have challenged Virginia's SCSEP network.

SECTION I. PURPOSE OF THE PLAN

DOL considers the State Plan as an opportunity for the state to take a longer term, strategic view of the SCSEP in the state, including SCSEP's role in workforce development, given projected changes in the demographics, economy and labor market in the state. The State Plan is intended to address the role of SCSEP relative to other workforce programs as well as other programs serving older workers. The plan should

articulate how all grantees operating in the state examine and, as appropriate, plan longer-term changes to the design of the program within the state so as to better achieve the goals of the program.

SECTION 2. INVOLVEMENT OF ORGANIZATIONS AND INDIVIDUALS

The new planning process envisions participation of certain organizations and individuals with expertise in older worker issues. VDA, the Commonwealth of Virginia's SCSEP grantee, ensured that all DOL-designated stakeholders were made aware of the development of the State Plan and sought their advice and involvement in its development. Copies of emails soliciting this input are attached.

A broad range of interested parties and stakeholders were notified by email of the State Plan process and invited to participate, submit comments, and make recommendations on the process. Recipients included Virginia's area agencies on aging network that operates Title III of the OAA Amendments, state SCSEP sub-projects, national sponsor grantees operating in Virginia, the State Workforce Investment Act office, the divisions of the Virginia Department of Social Services that provide services to older workers, the Virginia Council Against Poverty that represents community based organizations, the division of the Virginia Department of Business Assistance that provides training to new and expanding businesses, the Virginia AFL-CIO, and unemployed older individuals. All recipients were requested to forward the email to their respective field offices, state or local boards, and any other affected organizations and individuals, including participants and underserved older individuals that were deemed appropriate. Recipients were informed that the State Plan would be posted on the VDA web site for public comments prior to submission to DOL. Workforce Investment Boards (WIBs) also were made aware of the State Plan process by SCSEP national contractor and aging network staff serving on WIBs.

In addition, VDA notified national contractor organizations operating in Virginia of DOL's State plan requirements and requested an initial meeting of national sponsors to discuss these requirements and to generate a plan of action that would involve

stakeholders. An initial meeting of all of Virginia's national grantee organizations was convened, at which time additional plan guidance from DOL was shared. At its meeting, grantees agreed upon approaches for developing the plan and to provide individual grantee information for the plan. A second meeting was held with grantees and stakeholders; the Statewide One stop System Director from the Office of the Governor's Senior Advisor for Workforce and a staff member from the Governor's Office for Work Force Development participated. At a third meeting, stakeholders reviewed and revised the draft sections of the State Plan.

SECTION 3. SOLICITATION AND COLLECTION OF PUBLIC COMMENTS

On August 18, 2008, an email was sent to all stakeholders informing them that the SCSEP State Plan had been posted on VDA's web site. The email requested that all interested agencies and organizations submit comments on the State Plan by August 27, 2008. Comments were received from one organization. A copy of comments and VDA's response to those comments is attached.

SECTION 4. BASIC DISTRIBUTION OF SCSEP POSITIONS WITHIN THE STATE

a. Location of Positions

DOL requests an equitable distribution report be prepared annually showing the distribution of Title V SCSEP enrollee positions among all political jurisdictions (independent cities and counties) in each state. VDA has the responsibility for the actual preparation and submission of the report to DOL; however, this is a collaborative effort involving all SCSEP grantees in Virginia. This report provides the basic information needed to assess the location of the eligible population and the current distribution of SCSEP enrollees served by the state program (VDA) and national contractor organizations within the state.

Equitable distribution is the process for distributing SCSEP enrollee positions so that all eligible persons (55 + and 125% of poverty or below) have reasonably equal

geographical access to SCSEP. In the Commonwealth, VDA and the four (4) national sponsors operating in the state, collectively receive grant funds for 1,259 enrollee positions as depicted in the following chart. DOL reduced Virginia's total positions to 1,224 for the next program year beginning July 1, 2008.

| GRANTEE | *NUMBER OF CURRENT POSITIONS OR AUTHORIZED SLOTS | REDUCED POSITIONS JULY 1, 2008 |
|----------------------------------|---|---------------------------------------|
| AARP | 324 | 315 |
| EXPERIENCE WORKS (EW) | 115 | 112 |
| GOODWILL INDUSTRIES (GWI) | 296 | 288 |
| National Council on Aging (NCOA) | 262 | 254 |
| TOTAL NAT'L GRANTEES | 997 | 969 |
| | | |
| VDA (STATE GRANT) | 262 | 255 |
| | | |
| TOTAL ALL GRANTEES | 1,259 | 1,224 |

* Distribution of current positions among Virginia jurisdictions is shown in attached ED Report

The collection of data and preparation of the report are for the purpose of determining how equitably positions are distributed throughout the state and to initiate progress towards equitable distribution where needed. It provides a means for deciding where to locate new or vacant positions.

The Commonwealth of Virginia's equitable distribution (ED) report was compiled from SCSEP enrollee data submitted from all SCSEP program grantees operating in the

state (VDA's state-administered program and four national contractor organizations). These data show the number of current SCSEP enrollees residing in each city and county in the state. The report compares residency of current enrollees to a computed equitable share for each county and city in the state. The computed equitable share, provided by DOL, was based on 2000 census data showing the number of people age 55 and over and below 125 percent of the Health and Human Services poverty level by county and state. A copy of Virginia's ED report is included in Attachment I.

DOL requires that the State Plan identify where slots need to be moved from over-to-under-served areas and to outline procedures to accomplish the task cooperatively without disruption to participants. DOL expressed the expectation that both the national and state grantees move positions to correct inequities and recommended that all grantees gradually shift positions to avoid disruptions to participants. Grantees must receive final approval from the state grantee and DOL before moving slots.

Virginia's Plan of Action: SCSEP grantees, at their April, 2008 meeting, compared equitable service levels with the actual distribution and discussed how to bring about an improved distribution. Virginia's grantees unanimously agreed that to avoid further disruptions to enrollees and to maintain the program stability necessary to operate quality programs, a gradual transfer of positions over a reasonable length of time was the only prudent way to approach slot transfers. The State grantee and all national sponsor grantees operating in Virginia are committed to ensuring that participants will not lose positions as a result of transfer of slots.

Virginia's plan for achieving equitable distribution (ED) focuses on those areas of the state with the most significant over or under service. Significant over or under service was defined as jurisdictions that were over or under served by 6 slots (-6 or +6). Areas identified include jurisdictions served by AARP, NCOA, GWI and the State program administered by VDA.

Even though incremental progress toward achieving ED will be made over the four year time period, we have developed a plan with numerical goals to be achieved primarily over the next two year period. Plans are to revise goals for the subsequent two years based on grantees' ongoing evaluation of progress during the first two years.

- **RICHMOND CITY (over served by 24)**

Background: Prior to July 1, 2004 SCSEP Title V services were provided in the Richmond metropolitan area by three grantees: the State, AARP, and Urban League. As a result of DOL's first competitive bidding process, Urban League did not receive a Title V grant and its Richmond City slots were awarded to AARP. This ensured that no participant lost a position. Richmond City remained over served by 48.

During PY 04, 05, and 06, the State program (Senior Connections) and AARP, as a result of cooperative planning, made considerable progress in moving positions into surrounding counties as slots became available. As a result of DOL's second competitive bid process in 2006, Richmond slots awarded to AARP were reduced, thereby again reducing over service. During PY 06 Richmond was over served by 31. Currently, the city is over served by 24.

It was noted during the discussion that there is a significant need for service in Richmond due to a high number of low-income older individuals with multiple barriers to employment. It was also noted that during the past 5 years much progress had been made among the two grantees in reducing over service.

GOAL 1: During PY 08, as a result of DOL's reduction in slot allocations, AARP will reduce service to Richmond City by six and the State program will reduce service by five, resulting in the following distribution:

| | | |
|-------------|---------------|----|
| AARP | Richmond City | 50 |
| State Grant | Richmond City | 22 |

Over service reduced to 13

GOAL 2: During PY 09 – PY 11, service will be reduced by the gradual transfer of positions to under served jurisdictions. AARP will reduce service to Richmond City by 9 and the State Grantee will reduce service to Richmond City by 4 resulting in the following distribution:

| | |
|-------|----|
| AARP | 41 |
| State | 18 |

ED will be achieved at this level

The net effect of these changes will be to eliminate over service to Richmond City by PY 2011 and to reduce under service in surrounding counties and in other areas of the State served by AARP.

- **WISE COUNTY (over served by 8)**

Background: Wise County is served by Experience Works (EW) and the State program (Mt. Empire Older Citizens, Inc.)

GOAL 3: During PY 08, as a result of DOL's reduction in slot allocations, EW will reduce service to Wise County by 2 resulting in the following distribution

| | |
|-------|----|
| EW | 12 |
| State | 8 |

This action will decrease over service in Wise County from 8 to 6

GOAL 4: During PY 09, the State program will transfer 1 Wise County slot to Lee County and EW will transfer 1 Wise County slot to Dickenson County resulting in the following distribution.

| | |
|-------|----|
| EW | 11 |
| State | 7 |

This action will decrease over service in Wise County from 6 to 4.

- **SCOTT COUNTY (over served by 7)**

Background: Scott County is served by EW and the State program (Mt. Empire).

GOAL 5: During PY 09, the State program will transfer 1 Scott County slot to an underserved jurisdiction (to be identified later) and EW will transfer 1 Scott County slot to Dickenson County, resulting in the following distribution:

| | |
|-------|----|
| EW | 13 |
| State | 4 |

This action will decrease over service in Scott County from 7 to 5

- **SMYTH COUNTY (over served by 7)**

Background: Smyth County is served by EW and the State program (District III Senior Services).

GOAL 6: During PY 08, EW will transfer 1 slot from Smyth County to an underserved jurisdiction (to be identified later), resulting in the following distribution.

| | |
|-------|----|
| EW | 7 |
| State | 12 |

This action will decrease over service to Smyth County from 7 to 6.

GOAL 7: During PY 09, the State program will transfer 1 slot from Smyth County to an underserved jurisdiction in the State (to be identified later), resulting in the following distribution.

| | |
|-------|----|
| EW | 6 |
| State | 11 |

This action will decrease over-service to Smyth County from 6 to 5.

- **MARTINSVILLE CITY (over served by 7)**

Background: Martinsville is served by Goodwill Industries (GWI) and the State program (Southern Area AAA).

During PY 05, Martinsville City was over served by one. As a result of DOL's national competition, GWI was awarded additional positions in Martinsville resulting in PY 06 over service of 8. GWI reduced its service during PY 07 resulting in Martinsville's current over service of 7.

Goal 8: During PY 08, as a result of DOL's reduction in slot allocations, GWI will reduce service to Martinsville City by 5, resulting in the following distribution.

| | |
|-------|---|
| GWI | 5 |
| State | 6 |

This action will decrease over service in Martinsville from 7 to 2.

- **Amherst County (underserved by 6)**

Background: GWI serves Amherst County.

GOAL 9: During PY 08, GWI will increase service to Amherst by three and reduce service in over served jurisdictions (to be identified later) resulting in the following distribution.

| | |
|-----------------|---|
| GWI Amherst Co. | 7 |
|-----------------|---|

This action will decrease under service in Amherst County from 6 to 4.

- **Frederick County (underserved by 6)**

Background: The National Council on Aging (NCOA) serves Frederick County.

Goal 10: During PY 08, NCOA will increase service to Frederick County by 5 and reduce service in over served jurisdictions (to be identified later) resulting in the following distribution.

NCOA Frederick County 8

This action will decrease under service in Frederick County from 6 to 1.

For those areas of the State that are less significantly over or under served, our plan is to transfer positions gradually from over served to under served jurisdictions. This will occur as positions become available through normal attrition. Changes will be made over a period of years as participants leave and slots become empty.

During its annual equitable distribution meeting, grantees will evaluate the status of under and over served jurisdictions, determine progress made toward goal achievement and, as necessary, add goals or modify existing goals.

b. Rural and Urban Populations

DOL requested information about the relative distribution of individuals residing in rural and urban areas within the state. Data must be based on Rural-Urban Commuting Area (RUCA) definitions. DOL requires that rural and urban areas of a state be served equitably. If rural areas of the state have inadequate resources to enable program requirements to be met, the State Plan must indicate what grantees operating in these areas plan to do to address these needs.

Grantees agreed to present this information on a statewide basis. The following chart summarizes census tract data on distribution of rural and urban residents in Virginia.

Rural-Urban Commuting Area (RUCA) Code Analysis for Virginia

| | # of Census Tracts | Total Population | % of Total Population | Households | % of Households |
|-----------------------------|---------------------------|-------------------------|------------------------------|-------------------|------------------------|
| RURAL (RUCA 4 or Lower) | 295 | 1,333,162 | 18.8 | 527,769 | 19.6 |
| URBAN (RUCA 5 or Higher) | 1,235 | 5,745,353 | 81.2 | 2,171,404 | 80.4 |
| TOTAL | 1,530 | 7,078,515 | 100.0 | 2,699,173 | 100.0 |

Grantees have collected information on service to residents of rural areas (based on RUCA codes) since July 1, 2007. The most recent final summary report from our data base system shows each Virginia grantee's service to residents of rural areas as follows.

| | State Grantee | AARP | EW | GW | NCOA |
|------------------------|----------------------|-------------|-----------|-----------|-------------|
| Resides in Rural Areas | 53% | 5% | 79% | 45% | 42% |

Grantees operating in rural areas are serving those rural areas of the State at a rate that exceeds the 18.8% incidence of rural population in the Commonwealth.

c. Specific Population Groups

DOL requests state plans to provide information about the relative distribution of eligible individuals who must be afforded priority of service and other specific population groups cited in the statute. Recruitment and selection techniques currently utilized by grantees also are requested.

The amended Older Americans Act describes characteristics of eligible individuals to whom priority of service must be provided. Priority individuals are based on the following criteria:

- Aged 65 or older
- Disabled
- Limited English proficiency or low literacy skills
- Reside in rural area
- Veterans or veterans' spouses who meet requirements of Veterans Act
- Low employment prospects
- Failed to find employment after using WIA Title I services
- Homeless or at risk for homelessness

Other populations identified in the statute are eligible individuals with the “greatest economic need,” “greatest social need,” and minority individuals.

Grantees agreed that the most recent DOL SPARQ final summary report data was the best source to review to determine level of service to specific populations noted above. The following chart depicts each Virginia grantee’s service to minority individuals, individuals with the “greatest economic need” and to participants who met the “priority of service” definitions. Data are for the period April 1, 2007 – March 31, 2008 with the exception of characteristics marked with an asterisk for which data were available for the last nine months only.

SERVICE TO SPECIAL POPULATIONS

SPARQ FINAL REPORT FOR THE PERIOD APRIL 1, 2007 – MARCH 31, 2008

Percent of Total Participants Served With Special Population Characteristics

| PRIORITY OF SERVICE CHARACTERISTICS | STATE GRANTEE | AARP | EW | GW | NCOA |
|--|--------------------------|-------------|-----------|-----------|-------------|
| Age 65 or Over | 47% | 30% | 45% | 43% | 52% |

| | | | | | |
|---|-----|-----|-----|-----|-----|
| Disabled | 22% | 25% | 33% | 26% | 13% |
| Limited English Proficiency or Low Literacy | 11% | 7% | 10% | 7% | 36% |
| *Reside in Rural Area | 53% | 5% | 79% | 45% | 42% |
| Veterans or Veterans' Spouses | 12% | 26% | 14% | 11% | 9% |
| Low Employment Prospects | 89% | 96% | 97% | 86% | 80% |
| *Failed to Find Employment after using WIA Services | 19% | 40% | 39% | 14% | 3% |
| *Homeless or at Risk of Homelessness | 10% | 50% | 3% | 9% | 5% |
| Minority Individuals | 57% | 84% | 8% | 34% | 71% |
| Poverty Level or Below (greatest economic need) | 77% | 88% | 83% | 82% | 89% |

* Data available for July 1 – March 31, 2008

In reviewing data, grantees acknowledged the diversity of Virginia's population demographics and recognized that significant variances may exist, depending on the area of the State in which a given grantee operates. For example, EW serves a predominantly rural 11 county area in which the minority population is quite low. On the other hand, NCOA serves the northern Virginia area in which there is a large population with limited English proficiency. AARP primarily serves urban areas of the State. These differences are reflected in participant characteristics depicted in the above chart. Grantees noted the generally high level of service to minority individuals and those at or below poverty level statewide.

Selection and Recruitment Techniques Currently Used By Grantees

Virginia's grantees use a variety of locally driven methods to recruit eligible participants who are minorities, have the greatest economic and social need, and individuals having priority-of-service characteristics. Recruitment methods include, but are not limited to, use of mass media, articles in AAA/WIA newsletters, classified advertisements and PSAs, word-of-mouth, distribution of marketing materials, WIA and WIB contact, contact with veterans groups, networking, speaking engagements, and participating in job fairs.

In addition, One-Stop Centers are involved in recruitment activities in a number of different ways, depending on what works best in each region. To facilitate appropriate referrals, grantees meet with local One-Stops periodically to ensure they are educated on Title V eligibility, staff are maintained at One-Stops as outlined in MOUs and ineligible Title V applicants are referred to One-Stops. "Hard-to-serve" client referrals are requested from One-Stops followed by discussions regarding how Title V can assist hard-to-serve individuals who, after receiving WIA services, are not employed. Recruitment needs are communicated at One-Stop partner meetings; marketing materials are distributed to One-Stops. In addition, grantees receive referrals from social services, the Department of Rehabilitative Services, the Virginia Employment Commission, Veterans programs, and Senior Centers. Networking opportunities are utilized during partner meetings, advisory council meetings, and human services agency workshops. Contacts are made/maintained with disability and mental health community partners and relationships are built/maintained with providers of literacy training.

Additional strategies and techniques to recruit and assure participation of special population groups are:

- Place posters and brochures in grocery stores, physicians and dental offices, pharmacies, utility payment centers, churches, senior centers and other places where services are targeted to individuals who may possess "priority of service" characteristics.
- Provide public service announcements on radio stations that reach target

populations.

- Place literature in service agencies such as mental health agencies and social services agencies that serve the same targeted population.
- Provide literature in locations where low-income older individuals may congregate.
- Identify new recruitment sources in the community that have not previously been approached, e.g., churches, day care centers, community centers, and homeless shelters, and request referrals. Several grantees maintain contact with churches and request referrals from their senior population.
- Visit new recruitment sources, leave literature, and offer to schedule speaking engagements.
- Focus on activities that target special populations, e.g., provide flyers and brochures printed in Spanish.
- Distribute literature in places with a high volume of foot traffic, e.g., libraries, laundromats, and shopping centers.
- Increase contact with agencies and organizations in the community whose client populations share characteristics of SCSEP eligible individuals; make organizations aware of open slots and waiting list. For example, one grantee receives many referrals from the VEC Veteran's representative whose satellite office is located at a V.A. Medical Center.
- Request assistance from local community/business leaders who are members of local ethnic or cultural groups (such as minorities or limited-English speaking individuals.)
- Distribute "Tell a Friend" cards to reach new populations.
- Place advertisements in minority newspapers and veterans publications.
- Distribute "Fact Sheets" in areas where geography may be an issue.

Virginia grantees, in their discussion of service to special populations, noted that all grantees are serving an aging eligible population with more barriers than in the past. There is an increased incidence of homelessness, drug-abuse, mental health problems, ex-offender status, and other barriers among eligible applicants. The Commonwealth's

grantees are serving needs as expressed by the demographics shown in the special populations chart and will continue to serve these special populations.

SECTION 5. SUPPORTING EMPLOYMENT OPPORTUNITIES FOR PARTICIPANTS

DOL requested that the State Plan address how grantees will ensure that community service employment assignments at host agencies will provide skill training that meets the needs of both participants and employers. State grantees were asked to identify employment projections for the State, including occupations that provide substantial employment opportunities for SCSEP participants, and discuss the types of skills possessed by eligible individuals.

Employment Needs

To identify employment needs, projections for high growth industries and occupations in the State were identified. Much of the data was available in *The Workforce Development Blueprint – Defining Virginia’s Workforce Needs 2012*. The blueprint, an initiative of the Virginia Workforce Council, provides an essential first step in the process of determining the State’s workforce needs and subsequent workforce development strategies. Using industry and occupational cluster analysis and other data, the Blueprint identifies industry-based and skills-based clusters for the Commonwealth’s 19 economic regions. These provide an overview of existing industry clusters, emerging industry clusters, top 25 occupations for existing industry clusters and top 25 occupations for emerging industry clusters. This information, by highlighting demand-driven occupations and potential occupational gaps, provides a basis for evaluation of workforce needs and development of strategies to meet these needs at the regional level. The full blueprint report, an important resource for all grantees, is available at www.vaworkforcecouncil.com.

Statewide data were used to guide the discussion among grantees on how to collaboratively address issues to ensure preparation of SCSEP participants to meet employer needs. The following categories were reviewed:

Fastest Growing Occupations: Over the 2002-2012 period, Virginia's fastest-growing major occupational groups are *Management, Professional and Related Occupations, and Service Occupations*. The fastest growing occupations within these groups are *Computer Specialist occupations, Business & Financial Operations occupations and the Healthcare Support occupations*. The preferred educational level of the varied jobs within these occupations ranges from short-term on-the-job training to a master's degree.

Occupations with largest Number of Openings: Occupations in Virginia with the largest projected number of total job openings during the 2000-2012 period are *Office and Administrative Support (includes Stock Clerks, Administrative Assistants, Order Fillers, and Office Supervisors), Sales & Related Occupations, and Food Preparation and Serving*.

Industry Composition: Since occupational demand is linked to types of industries, we looked at industry composition in the State. Virginia's employment is concentrated in Retail Trade (12%), Health Care and Social Assistance (10.3%), Professional and Technical Services (9%), Manufacturing (8.8%), and Accommodation and Food Services (8%).

Participant Needs: Employment Histories and Types of Skills

In addressing how to ensure community service assignments are meeting the needs of both participants and employers, the employment histories and types of skills possessed by eligible SCSEP individuals need to be considered. Typically, participant employment skills are outdated, significantly deficient, or non-existent; employment histories are such that individuals are unable to obtain employment. In fact, SCSEP cannot serve job-ready individuals. Many individuals have limited education, low reading levels, lack basic computer literacy, and generally lack communication skills. Frequently, employment is not the only need or primary need of participants entering the program. Typical participants have multiple needs ranging from housing and

transportation to mental health and health needs that must be addressed prior to or while enrolled in the program. Health problems prevent some individuals from engaging in occupations for which they were trained earlier in life. An example would be a 65 year old widowed female formerly employed by a sewing factory with income of \$500 per month, unable to afford transportation and medications, who suffers from high blood pressure and diabetes, and is unable to stand for long periods of time. Many individuals lack a work history entirely, particularly widowed females; others formerly worked in industries in which there is no longer a demand and consequently have skills (factory jobs) for which there is no demand. Many individuals previously worked in low paying non-skilled areas. These individuals were trying to earn enough money to provide for their families and most did not have the money, time or desire to take classes or go back to school to improve their employment prospects. Many participants aged 62 or older have limited or no retirement income and need to work to supplement social security income. Many are interested in part-time employment. Clearly, each applicant's background, history, skill training needs, and employment goal must be carefully weighed when selecting a host agency to ensure that training and work experience is both realistic for the individual and prepares the individual for available occupational opportunities in the community.

Occupational Opportunities for SCSEP Participants

Considering participant employment histories and skills, VA grantees agreed that jobs in the Health Care Industry, Food Services Industry, and Office and Administrative Support Occupational Group provide substantial opportunities for Virginia's participants. Healthcare Support occupations, as noted earlier, are among the fastest growing occupations in Virginia. It was noted that data indicate that Food Preparation and Serving and Office and Administrative Support also are two of the occupational groups with the largest projected number of total job openings.

Given the participant characteristics, desire for part-time employment, and the limited employment skills and work histories of most Virginia participants, Virginia grantees believe that it is realistic to offer work experience and training in demand occupations

such as companions, personal and home care aides, receptionists, home health care aides, administrative assistants, security guards, housekeepers, maintenance workers, custodians, groundskeepers, and retail workers. This is by no means all inclusive; there are other occupations within the healthcare, food, and retail sector that may represent a good match for VA participants.

Goals

To ensure that community service employment assignments are providing skill training that meets the needs of both participants and employers, VA grantees will focus on the following goals. Next year the group will engage in a more detailed discussion of these areas, evaluate progress, determine whether to modify or expand goals, and develop strategies for subsequent years.

Goal 1: Evaluate current host agency work sites to determine if participants receive the type of training and work experience needed to be competitive in the local or regional job market. Utilize regional skills and industry-based data available by economic region in the *Blueprint Report* or other sources to determine demand occupations. Eliminate work sites that are unwilling or unable to provide appropriate training and/or hire participants.

Goal 2: Recruit and maintain host agency work sites that both actively support the participant's IEP goals and work as a partner with program staff to prepare participants for employment in demand occupations to which they are suited.

Goal 3: Recruit and select host agencies that offer opportunities for participants to enhance occupational and interpersonal skills so participants can be transitioned into employment.

Goal 4: Recruit and select host agencies that are not concentrated in one sector and that offer a variety of skills training and work experience for participants.

SECTION 6. INCREASING PARTICIPANT PLACEMENT IN UNSUBSIDIZED EMPLOYMENT AND EMPLOYER OUTREACH

This section of the plan describes each grantee's goals and strategies related to placing participants in unsubsidized employment, increasing participant placement levels, and increasing employer outreach. It also addresses how the State grantee will ensure that its negotiated employment goal is being met. Goals for each of Virginia's grantees are shown below.

AARP Foundation

Our Strategies and goals for increasing the employment levels of participants and employer outreach are based on targeted jobs, which vary by region, state, and even community. In general, we will concentrate on those areas defined in the economic analysis for the region, but remain flexible to support unmet and critical employer needs in our communities.

Our focus is to provide opportunities for our participants that meet their needs, which may not always necessarily correspond to larger economic trends. Further, in order to make our participants viable in the community, we need to help employers succeed and be seen as a resource to them so they will return for our services. We will concentrate on entry-level jobs including some of the following: security, customer service, allied health services, transportation, retail, and finance.

Outstanding placements and service to participants happen at our local project sites. Our Project Directors will continue to be directly responsible for achieving these goals. We will continue to stress that if each of our project sites performs incrementally better each year, we will succeed in helping more participants.

We will also continue, with a major focus on employer-based services, personal attention to the participant, cooperative arrangements with local One-Stop Career

Centers, and aggressive national and local outreach to employers. Developing viable outreach and productive relationships with employers is essential to our organization and our local Project Directors are key in this process. Being locally based, they can build a network of trust within the community, working directly with the One-Stops, Host Agencies, and employers. Each will continue to be heavily involved in local workforce development initiatives, working closely with their One-Stops, serving on One-Stop Boards or Committees, and working with public/private state workforce coalitions to support innovation, as well as industries. Project sites have access to job orders and/or the state's job banks, state and local labor market information, and state employment services and state commerce department employment information. Having access to these tools is vital in assisting with boosting job development for participants, which in turn equates to an increase in Entered Employment levels. It also serves to enhance our Out Reach efforts with potential employers as well.

Experience Works

Experience Works (EW) staff continually work to expand their knowledge about opportunities with the businesses and industries located in their territories. They keep abreast of business trends and employment opportunities through participation/membership in their local and state WIBs, workforce committees, and chambers of commerce. Also, as part of their job development responsibilities, they routinely meet with local and regional employers to discuss the SCSEP, listen to the employer's needs, and offer the potential for participants to fill employer jobs. These one-on-one contacts are the basis for developing training strategies with the employer, developing on-the-job experience contracts, or directly filling jobs, and in the process, establishing or maintaining partnerships.

Experience Works utilizes online programs such as O*Net to access information about in-demand jobs in specific areas or counties, along with required skill levels, desired personal traits, training and experience for those jobs. Once identified, staff can make outreach efforts to those employers whose businesses fall in the in-demand or high

growth areas. Frequent contact with local employers by EW staff assures that participants are provided information on locally available jobs and the skills needed to obtain those jobs. Staff is involved in business outreach activities such as visiting with employer representatives at job fairs, involvement of employers in Job Search/Job Club training, and any other networking activities that result in employer relationship building. Staff welcomes the opportunity to provide information on hiring, training, and retaining older workers through meetings, seminars, workshops, presentations, and any other venue at which employers may be present. Although not a direct employer contact, these activities help spread the word about the value and availability of older workers, destroy negative myths about them, and introduce employers to the ageless workforce concept.

EW focuses on companies that are high growth industries in the assigned counties and those that have the types of jobs that are appropriate for SCSEP participants. One-stops and economic development agencies provide a wealth of data on jobs in demand at local and regional levels. Online tools, such as O*Net and Local Employment Dynamics (LED) statistics, provide valuable information down to the county or zip code area on numbers of jobs, available jobs, and which industries are currently hiring significant numbers of older workers. Once key industries and potential jobs are identified, staff uses this information to help design training and an IEP with a goal consistent with available job opportunities, and develop a host agency assignment that will enable the participant to learn marketable skills.

Job retention strategies that EW has found to be effective include taking care in making the initial placement; ensuring there is a good match between employer expectations and participant's skill level, interest, and work ethics; following up shortly after employment (and periodically thereafter) to ensure the former participant is satisfied with the placement; counseling when issues or problems develop on the job; providing supportive services as needed for job retention; and, providing good customer service for the employer and placed participant. Also important is that job development efforts focus on quality jobs, as these are the jobs participants are more likely to keep.

Experience Works staff will identify a sufficient number of companies that fall into local demand occupational categories and that have the types of jobs that are appropriate for SCSEP participants. Staff will make every effort to train SCSEP participants for particular jobs in specific high growth industries and expand our business partnerships to create more and better employment opportunities for them.

The key to participant success is a carefully crafted IEP, which details the training path necessary to achieve employment. These training plans, coupled with a targeted employer driven approach to job development, and use of on-the-job experience opportunities as appropriate, are some of the keys to the entered employment of SCSEP participants.

EW continues to encourage the supervisory role of host agencies as full partners and stakeholders in the future of the participants assigned to their agency. Through their coaching, mentoring, training, and encouragement, they have a greater role in making a real difference in the self-sufficiency of the participant assigned to them. The response to this shift has been overwhelmingly positive, with many host agencies hiring their trainees when funds become available or referring them to others in their network when openings occur.

EW's plans for providing training, in addition to the training provided as part of a community service employment assignment include lectures, seminars, classroom instruction, individual instruction, private sector On-the-Job experiences, and work experience. Teknimedia, online assessment, one-stop seminars, vocational schools, local colleges, libraries, local agencies can all be used for additional training. Each person should be evaluated for need on an individual basis.

Goodwill Industries

Goodwill is planning to complete a “Goodwill Melrose Jobs Campus” in 2009 that will provide work and training to individuals and businesses in the Roanoke Valley. SCSEP staff will also provide services to all eligible seniors at the campus.

Renovation of the existing property will create a new training store and enable consolidation of local operations. When the campus is completed it will house a comprehensive job training center and to revitalize the urban neighborhood location.

The Goodwill Job Campus will:

- Provide training to people with employment barriers
- Create 50 new jobs
- Create a walk-in-job training and job search facility that matches workers with employers.
- It will include 100,000 square feet of training, meeting, office space as well as updated work center.
- Provide training in the health and retail field
- Provide “soft skills’ training for adults, youth and seniors.

NCOA

NCOA plans to provide constant education, to potential employers, of the assets of mature workers to include:

- Participation in WIB’s and One Stops to develop training opportunities for the mature worker.
- Speaking engagements to local groups.
- Obtaining success stories from former program participants and employers for brochures (local).

- Promoting excellent mature worker ethics, such as reliability and good customer service skills.
- Making employers aware that their choices are limited by an aging work force.
- Serving as guest speakers on local television and radio shows.

NCOA will determine local needs of specific training and job vacancies followed up by:

- Recruiting participants to meet those needs.
- Arranging training on individual needs with specific goals.
- Offering On-the-Job-Employment (OJE) contracts as incentives to employers for job ready participants.

NCOA will monitor placements on monthly basis to ensure performance goals are met.

State Grant (VDA)

VDA's programs are operated by local organizations with close ties to the communities they serve. By working closely with employers, serving on WIBs, coordinating closely with One-Stops and chambers of commerce, and working with other workforce development organizations and committees, program staff stay abreast of employer needs and local and regional occupational demand trends. Staff are knowledgeable about available jobs for which SCSEP participants are suited and the skills needed to obtain those jobs. Our goal is to increase placements by continuing to focus and expand on these efforts.

In rural communities, program staff know local employers who operate small "Mom and Pop" businesses and know staff of private not-for-profit agencies, all of which have employed participants. These are long standing relationships that serve the program well. Strategies that will continue to be used and /or expanded to develop and maintain close relationships with employers include program staff attending and speaking at local chambers of commerce; attending WIB meetings and serving as members of WIBs; maintaining close contact with One-Stop Centers; requesting employer

representation on the Title V Advisory Committee; sponsoring or participating in job fairs; speaking and networking at Rotary Club and other community meetings; distributing program flyers to employers; and marketing the program to employers who have an interest in employing older individuals and who have potential job opportunities that are suitable for our population.

Each area/region of the state is different, thus the need for the local SCSEP provider to identify key economic development agencies and understand their role in a given community. Local programs will link up with local economic agencies by identifying key agencies with which to coordinate, contacting those agencies, networking at meetings and community functions, and determining demand occupations that will be available for SCSEP participants as a result of planned economic development efforts. This includes economic efforts that are on the drawing board as well as those that have begun.

We ensure that participants are made aware of employment opportunities in regional demand-industries and demand-occupations and encourage participants to pursue training and education to meet job qualifications. Occupations vary depending on the region; however, many participants are interested in obtaining skills for entry level positions in the health services, transportation, and office and administrative fields. We will continue to work with participants to identify possible career ladders, and encourage participants to pursue occupations in positions with career ladders.

Unsubsidized employment is emphasized throughout the duration of participant enrollment in a variety of ways. Included are presenting job placement as a project goal during orientation, assessing job interests and experience, incorporating job goals into the IEP, requiring employer contacts and evidence of such, training in job seeking skills, and matching participants to work sites in which they will receive training related to job goals. This approach will continue.

As a continuation of our case management approach, program coordinators will maintain contact with participants who have obtained unsubsidized employment and

provide support to ensure retention. A primary retention strategy is that of being an advocate for participants and ensuring that participants know to contact program staff if problems arise after starting a new job. Strategies for helping participants retain positions include scheduled periodic phone follow-up with participants during the first six months of employment to determine if they are having problems that could impact retention; providing work counseling to those who need guidance in dealing with work issues; connecting the individual with specific services to alleviate non-work related problems that could have a detrimental effect on retention; follow up-with employers to see how the employee is doing and to determine if there are potential problems; intervening with employers on behalf of the participant (last resort); determining if there is a more appropriate job placement for the participant; and providing assistance in finding another job.

We are meeting our negotiated entered employment goal for the current program year as indicated by the most recent complete quarterly report available on DOL's SPARQ. We have a history of success in meeting and exceeding DOL's requirements for unsubsidized employment. We will continue to employ the strategies described above to ensure that we meet our negotiated goal each year.

SECTION 7. COMMUNITY SERVICE NEEDS

DOL requests that the State Plan identify the localities and populations for which community service projects are most needed and the timelines for identifying and recruiting appropriate host agencies to meet those needs. Goals for each of Virginia's grantees are shown below:

AARP Foundation

The AARP Foundation goals are to continue to recruit Host Agencies as partners in assisting mature workers in the community to overcome barriers, enhance their skills, and secure employment. The AARP Foundation SCSEP currently provides over 6,000

Host Agencies nationwide with temporary additional resources to strengthen their programs and leverage their services to the community, and our plan is to continue to increase this number.

In order to match participants with community service assignments, each of our project sites will continue to maintain a list of community agencies, the types of training assignments available, and supervisor contact information so they can ensure prompt and appropriate assignment of participants to an agency within their community.

The quality of the training and supervisors provided by all Host Agencies will continue to be assessed by the Project Directors based on their personal knowledge of the organization and its reputation in the community.

Our priority in recruiting Host Agencies will remain paramount. The development of quality assignments that provide both the participant and the agency with an enriching experience is essential in creating a win-win situation for the Host Agency, the participant and also provides skills in demand by local employers. Host Agencies include libraries, social service agencies, Social Security Administration offices, public schools, thrift stores, elementary schools, nutrition and senior centers, adult day care centers, etc. Host Agencies are and will continue to be recruited as partners in assisting mature workers in the community to overcome barriers, enhance their skills, and secure employment.

Experience Works

Experience Works ties the assessment, Individual Employment Plan (IEP), and training into a seamless package that establishes a realistic goal for a locally based job, usually in a high growth industry. The IEP is then used to develop the community work-based training assignment that will provide on-the-job training related to the job goal and address other gaps in the participant's job readiness. Staff reviews the pool of potential host agencies for a close match with the participant's training objectives and the

participant is usually taken to the host agency for an interview prior to assignment to make sure it's a good match for both.

Goodwill Industries

Information Not Submitted by Grantee

NCOA

NCOA plans the following activities:

- a proposed survey to local organizations such as area agencies on aging, community services boards, the Red Cross and faith -based organizations.
- Accessing local Task Force on Aging groups.
- Asking employers what their unmet needs are in good employees.

State Grant (VDA)

Virginia subprojects will give priority to work assignments which involve community service agencies providing services to low-income older Virginians and older persons in general and serving persons who are the most in need economically. Direct service-providing worksites will be emphasized. Emphasis will be given to the types of community service most needed in a given community.

We view host agency work sites as partners in preparing and training participants for entry into unsubsidized employment and subprojects consult with them on a regular basis. Host agencies will be selected based on suitability as a work site, type of community service offered, and quality of training to be offered to the participant.

Local programs effectively identify community service needs by maintaining critical linkages with local organizations, agencies, and boards which are aware of needs of

their respective constituents. Examples are social services agencies, human resource agencies, United Way, Red Cross, food banks, and coalitions of organizations serving serving the disabled community. Additionally, the majority of our subprojects are operated by area agencies on aging, which collect data on unmet needs of the older low-income population in general and who stay abreast of unmet needs in the community. We continually assess the quality of host agencies and the capability of host agencies to meet these needs.

To further strengthen our efforts to address community service needs, subprojects will complete a community survey to identify community service needs and evaluate to what extent community service needs are being met by the program. Host agencies will be assessed; new host agencies will be recruited, as appropriate, to address any unmet needs.

SECTION 8. COORDINATION WITH OTHER PROGRAMS, INITIATIVES, AND ENTITIES.

There are two versions of Section 8 included in the State Plan. The first version, Part 1, was developed and agreed upon by the five Virginia grantees and is applicable to all grantees. The second version, Part 2, includes revisions and requirements (highlighted in blue) submitted by the Office of the Governor's Senior Advisor for Workforce and is applicable only to the state grantee (VDA) and its subprojects. DOL advised VDA to include both parts in the State Plan.

SECTION 8., 1. APPLICABLE TO ALL VIRGINIA GRANTEES

Grantees collaborate with key community organizations in a variety of ways depending on the region. In most areas, grantee representatives are members of region-wide human service agency networking groups and education and workforce networking groups which meet on a regular basis. This results in cross-referrals, exchange of support services information, increased training opportunities, sharing of local job market information, speaking opportunities, increased host agency opportunities,

increased contact with case managers, and increased sharing of information that is mutually beneficial. All grantees will continue to develop partnerships and collaborate with regional and local private and public entities in an effort to more effectively and efficiently serve our participants.

In addition to collaboration efforts, grantees leverage resources from other partners and organizations in the community. Leveraged resources include local in-kind contributions, which typically include office space, phone, rent, administrative and program staff time, physical exams provided at no cost, and the value of work site supervisory time. Free computer training is accessed whenever possible, including use of computers in libraries and host agencies. Referrals are made to food banks, social services, the Salvation Army, and churches where individuals are assisted in accessing food stamps, helped in paying utility bills, provided with food and clothing, and helped with medical assistance and obtaining medicines. Referrals are made to local AAAs for assistance with meals and other services offered by AAAs. Faith-based organizations provide services such as computer use and office space. Some businesses donate gift cards, meeting space, and refreshments. Leveraging resources from other partners will continue.

The Commonwealth's grantees recognize that the SCSEP is part of a larger workforce development system and are fully committed to participating with other partners and members of the workforce development community and local One-Stops to find ways to better serve participants. Numerous collaborative efforts are underway around the State and will continue. Examples are: co-location of Title V staff at One-Stop centers on a part-time or full-time basis; using the One-Stop center as a host agency for community service placement of Title V participants; participation on local planning groups with other mandated partners; development, negotiation, and execution of memoranda of understanding between local Title V programs and One-Stop centers; educating local One-Stop and WIB staff on Title V (and vice-versa) to increase prospects of service integration; and providing opportunities for Title V practitioners to exchange information among themselves regarding successes with WIA coordination. All grantees have

established MOUs with One-Stop centers; MOUs are kept current. At the state level, a VDA representative has served on state level workforce development task forces and planning groups involving collaborative efforts with other state work force agencies.

In Virginia, the Governor's workforce reform initiatives resulted in legislation that established a Senior Advisor to the Governor for Workforce at the Governor's Cabinet level to coordinate workforce development programs in the Commonwealth. In March 2008, the Governor's Senior Advisor for Workforce released a State Workforce Memorandum of Instruction and Understandings signed by the Governor's Cabinet Secretaries and their respective agency heads whose agencies administer mandated WIA partner programs. The Office of the Governor's Senior Advisor for Workforce also identified and announced six Virginia locations for comprehensive One-Stop centers and ultimately plans for a total of 16 comprehensive centers statewide, one for each workforce investment area. One comprehensive center opened earlier this year in Charlottesville. Goodwill Industries, a Virginia national grantee, participated as a planning partner and is co-located in the Charlottesville center. Partners are engaged in collaboration meetings to plan for a second comprehensive One-Stop center to be located in South Boston and scheduled for opening early next year. Collaboration meetings have begun for the Roanoke, Wytheville, and Danville locations. The Office of the Governor's Senior Advisor for Workforce has indicated that plans are for these centers to be open by December 2009. Establishment of comprehensive One-Stop centers presents opportunities for increased collaboration, joint planning, integrated service delivery, and increase in co-location of staff and resource sharing.

During May, the Office of the Governor's Senior Advisor for Workforce sponsored a six-hour video conference course, "One-Stop Integration 101", at multiple locations around the state to which all mandatory partners were invited. The Workforce Advisor's office plans to sponsor subsequent One-Stop sessions, One-Stop Integration 102 and 103, over the course of the next year.

During Virginia's State Plan stakeholders meeting, a representative from the Office of the Governor's Senior Advisor for Workforce addressed the group regarding the status of the comprehensive One-Stop system in Virginia, the state level MOU requirements, the role of partner programs, and future plans. Also noted was the transfer, effective July 1, of administration of WIA in Virginia from the Virginia Employment Commission to the Virginia Community College System. These significant systemic changes were discussed at length during the stakeholder's meeting and were given full consideration by grantees when developing collaboration goals.

To ensure that SCSEP is an active partner with Virginia's One-Stop delivery system and WIA Title I activities, grantees will focus their efforts on partnerships, advocacy, and education efforts. Grantee goals are as follows:

Goal 1: Grantees will be proactively engaged in partner discussions and collaboration with WIA as comprehensive One-Stops unfold in Virginia.

Strategies:

a. Six comprehensive One-Stop locations have been announced by the Office of the Governor's Senior Advisor for Workforce and announcements of the remaining locations are anticipated over the next six months.

As this initiative evolves, and additional information becomes available from the Workforce Advisor's Office, the state grantee will ensure that all national sponsor contractor organizations and state sub projects are informed of locations, timelines, contact persons, and all other pertinent information. Grantees' representatives will actively participate in scheduled local comprehensive One-Stop partner meetings that are convened by WIBs over the course of the year.

b. As information is received from the Office of the Governor's Senior Advisor for Workforce concerning the upcoming series of One-Stop video conference training, information will be disseminated to state grant sub-projects and all national sponsor organizations operating Title V programs in the state.

Grantee representatives will attend One-Stop video conference training offered by the Workforce Advisor's Office.

Goal 2: Grantees will increase their efforts to educate WIA partners on the needs of seniors and the SCSEP population, increase their advocacy role with partner programs on behalf of the SCSEP population, and will investigate, with partners, opportunities to jointly serve SCSEP participants. Grantees believe there is a lack of understanding by WIA of the needs, characteristics, and potential of the SCSEP population. Grantees agreed that WIA is reluctant to serve older workers seeking part-time employment because of the potentially negative effect on WIA performance standards. Grantees believe that a stronger education and advocacy role is key to addressing these misperceptions and others that may exist.

Strategies:

- a. Implement a plan to educate One-Stop partners on the value of SCSEP older workers, including the advantages of serving as a host agency for SCSEP participants.
- b. Seek new opportunities to advocate on behalf of participants.
- c. Seek partner agreements on serving SCSEP participants and ensure that provisions are included in local MOUs, including expectations and commitments of SCSEP and WIA.
- d. Investigate with One-Stops the possibilities for increased access to WIA intensive training and co-enrollment of SCSEP participants beyond core services.
- e. Continue active participation on WIBs and other local networking groups and increase participation where necessary.
- f. Offer to provide training at One-Stop centers.

Goal 3: Grantees will meet as a group, on an as-needed basis, with the Statewide One Stop System Director from the Office of the Governor's Senior Advisor for Workforce to discuss the status of statewide comprehensive One-Stops, to clarify issues related to

the formation of comprehensive One-Stops, and to engage in further goal setting as the system evolves.

SECTION 8., 2. APPLICABLE TO STATE GRANTEE, VDA (SUBMITTED BY THE OFFICE OF THE GOVERNOR'S SENIOR ADVISOR FOR WORKFORCE)

Grantees collaborate with key community organizations in a variety of ways depending on the region. In most areas, grantee representatives are members of region-wide human service agency networking groups and education and workforce networking groups which meet on a regular basis. This results in cross-referrals, exchange of support services information, increased training opportunities, sharing of local job market information, speaking opportunities, increased host agency opportunities, increased contact with case managers, and increased sharing of information that is mutually beneficial. All grantees will continue to develop partnerships and collaborate with regional and local private and public entities in an effort to more effectively and efficiently serve our participants.

In addition to collaboration efforts, grantees leverage resources from other partners and organizations in the community. Leveraged resources include local in-kind contributions, which typically include office space, phone, rent, administrative and program staff time, physical exams provided at no cost, and the value of work site supervisory time. Free computer training is accessed whenever possible, including use of computers in libraries and host agencies. Referrals are made to food banks, social services, the Salvation Army, and churches where individuals are assisted in accessing food stamps, helped in paying utility bills, provided with food and clothing, and helped with medical assistance and obtaining medicines. Referrals are made to local AAAs for assistance with meals and other services offered by AAAs. Faith-based organizations provide services such as computer use and office space. Some businesses donate gift cards, meeting space, and refreshments. Leveraging resources from other partners will continue.

The Commonwealth's grantees recognize that the SCSEP is part of a larger workforce development system and are fully committed to participating with other partners and members of the workforce development community and local One-Stops to find ways to better serve participants. Numerous collaborative efforts are underway around the State and will continue. Examples are: co-location of Title V staff at One-Stop centers on a part-time or full-time basis; using the One-Stop center as a host agency for community service placement of Title V participants; participation on local planning groups with other mandated partners; development, negotiation, and execution of memoranda of understanding between local Title V programs and One-Stop centers; educating local One-Stop and WIB staff on Title V (and vice-versa) to increase prospects of service integration; and providing opportunities for Title V practitioners to exchange information among themselves regarding successes with WIA coordination. All grantees have established MOUs with One Stop centers; MOUs are kept current. At the state level, a VDA representative has served on state level workforce development task forces and planning groups involving collaborative efforts with other state work force agencies.

In Virginia, [the 2006 General Assembly enacted into law Virginia Code 2.2-435.7 creating the Chief Workforce Development Officer. The Chief Workforce Development Officer is responsible for the coordination of workforce development across Secretariats and ensuring that the Commonwealth's workforce development efforts are implemented in a coordinated and efficient manner. Executive Order 61 conveys the responsibilities of the Chief Workforce Development Officer to the Governor's Senior Advisor for Workforce. In March 2008, the Governor's Senior Advisor for Workforce released a State Workforce Memorandum of Understanding signed by the Governor's Cabinet Secretaries and their respective agency heads whose agencies administer mandated WIA partner programs. The State MOU specifies the responsibilities of State agencies and mandatory partner programs under the WIA and the Network and also establishes shared accountability for funding and implementing comprehensive One-Stop Centers. The Office of the Governor's Senior Advisor for Workforce also identified and announced six locations for comprehensive One-Stop centers that are planned for opening by December 2009. Ultimately, there are plans to open 16 comprehensive](#)

[One-Stop Centers statewide, one for each workforce investment area.](#) One comprehensive center opened earlier this year in Charlottesville. Goodwill Industries, a Virginia national grantee, participated as a planning partner and is co-located in the Charlottesville center. Partners are engaged in collaboration meetings to plan for a second comprehensive One-Stop center to be located in South Boston and scheduled for opening early next year. Establishment of comprehensive One-Stop centers presents opportunities for increased collaboration, joint planning, integrated service delivery, and increase in co-location of staff and resource sharing.

During May, the [Office of the Governor's Senior Advisor for Workforce](#) sponsored a six-hour video conference course, "One-Stop Integration 101", at multiple locations around the state to which all mandatory partners were invited. The Workforce Advisor's office plans to sponsor subsequent One-Stop sessions, One-Stop Integration 102 and 103, over the course of the next year.

During Virginia's State Plan stakeholders meeting, a representative from the [Office of the Governor's Senior Advisor for Workforce](#) addressed the group regarding the status of the comprehensive One-Stop system in Virginia, the state level MOU requirements, the role of partner programs, and future plans. Also noted was the transfer, effective July 1, of administration of WIA in Virginia from the Virginia Employment Commission to the Virginia Community College System. These significant systemic changes were discussed at length during the stakeholder's meeting and were given full consideration by grantees when developing collaboration goals.

To ensure that SCSEP is an active partner with Virginia's One-Stop delivery system and WIA Title I activities, grantees will focus their efforts [on collocation and integration into designated One-Stop Centers](#), partnerships, advocacy, and education efforts. Grantee goals are as follows:

Goal 1: [Grantees will participate fully in the planning and development of comprehensive One-Stop centers in each of the 16 local workforce areas as specified in](#)

the State Partner MOU; with initial emphasis on the six sites that have been identified by the Governor (Danville, Harrisonburg, Roanoke, South Boston, Tri Cities (Hopewell) and Wytheville. The State Partner MOU and the Comprehensive One Stop Center Business Model for Phase I can be found at www.workforce.virginia.gov.

Strategies:

- a. As this initiative evolves, and additional information becomes available from the Workforce Advisor's Office, the state grantee will ensure that all national sponsor contractor organizations and state sub projects are informed of locations, timelines, contact persons, and all other pertinent information. Grantees' representatives will actively participate in scheduled local Comprehensive One-Stop partner meetings that are convened by WIBs over the course of the year.

Grantees will specifically prepare to plan and execute the following:

- Become a party and share responsibility in developing each of the local Memoranda of Understanding (MOUs).
- Contribute a "fair share" for operation of one comprehensive One Stop Center per workforce area.
- Participate in a management team at one comprehensive One Stop Center per workforce area.
- Develop plans for the comprehensive One-Stop Center with the WIB.
- Share responsibility for management, problem resolution, safety and security of one comprehensive One-Stop Center site per workforce area.
- Share responsibility for communication support, administrative duties and management of common space.
- Collaborate with One-Stop operator.
- Describe services to be provided in one comprehensive One-Stop Center and off-site in the local MOU.
- Commit to a referral process and describe it in the local MOU.

- Fund applicable programs.
- Use a portion of funds available to partner's program to support one comprehensive One-Stop center per workforce area according to the Financing and Allocating Cost section of this MOU.
- Contribute a "fair share" to the operating costs of comprehensive One-Stop center per workforce area.
- Agree on a methodology to be used to identify and allocate costs for electronic services offered through the comprehensive One-Stop center.
- Develop and use performance measures that address customer satisfaction and service delivery for state employees working at the comprehensive One-Stop Center.
- Participate in credentialing, staff capacity and technical assistance development opportunities.

Local grantees may enter into cooperative agreements with each other as specific cases may arise that lend themselves to such cooperation to ensure Title V compliance with the State Partner MOU.

b. As information is received from the [Office of the Governor's Senior Advisor for Workforce](#), concerning the upcoming series of One-Stop video conference training, information will be disseminated to state grant sub-projects and all national sponsor organizations operating Title V programs in the state. Grantee representatives will attend One-Stop video conference training offered by the [Office of the Governor's Senior Advisor for Workforce](#).

Goal 2: Grantees will increase their efforts to educate WIA partners on the needs of seniors and the SCSEP population, increase their advocacy role with partner programs on behalf of the SCSEP population, and will investigate, with partners, opportunities to jointly serve SCSEP participants. Grantees believe there is a lack of understanding by WIA of the needs, characteristics, and potential of the SCSEP population. There is a perception among grantees that WIA is reluctant to serve seniors seeking part time employment because of the potentially negative effect on WIA performance standards.

Grantees believe that a stronger education and advocacy role is key to addressing these misperceptions and others that may exist.

Strategies:

- g. Implement a plan to educate One-Stop partners on the value of SCSEP older workers, including the advantages of serving as a host agency for SCSEP participants.
- h. Seek new opportunities to advocate on behalf of participants.
- i. Seek partner agreements on serving SCSEP participants and ensure that provisions are included in local MOUs, including expectations and commitments of SCSEP and WIA.
- j. Investigate with One-Stops the possibilities for increased access to WIA intensive training and co-enrollment of SCSEP participants beyond core services.
- k. Continue active participation on WIBs and other local networking groups and increase participation where necessary.
- l. Offer to provide training at One-Stop centers.

Goal 3: Grantees will meet as a group, on an as-needed basis, with a representative from the [Office of the Governor's Senior Advisor for Workforce](#) to discuss the status of statewide comprehensive One-Stops, to clarify issues related to formation of comprehensive One-Stops, and to engage in further goal setting as the system evolves.

SECTION 9. AVOIDANCE OF DISRUPTIONS IN SERVICE

When new Census data indicate that there has been a shift in the location of the eligible population within the State, resulting in over enrollment, or when there is over enrollment for other reasons, Virginia grantees will gradually shift positions to avoid disruptions to participants. The State grantee and all national sponsor grantees operating in Virginia are committed to ensuring that participants will not lose positions as a result of transfer of slots. Priority will be given to minimizing disruption to current

participants and shifts will occur as positions become available through normal attrition. On an on going basis, participants will be encouraged to move into unsubsidized employment as they become job-ready, thereby, making positions available for other eligible individuals within the State.

SECTION 10. IMPROVEMENT OF SCSEP SERVICES

All of the Commonwealth's grantees remain committed to the delivery of high quality services to participants. Of utmost importance is maintaining program stability and minimizing disruption to participants as we meet the challenges that arise in an environment of significant change, i.e., funding fluctuations, slot reductions, systemic changes, at both the federal and state levels.

Virginia's grantees will seek to improve SCSEP services as follows:

- Seek opportunities to increase collaboration among grantees to include sharing information and best practices and identifying and addressing common issues and challenges.
- Participate in the local planning process for implementation of Virginia's system of sixteen comprehensive One-Stop centers to be located in designated workforce investment areas across the Commonwealth over the next year and a half.
- Continue to advocate on behalf of participants in an effort to ensure that needs of older workers are heard.

Virginia's grantees are making the following recommendations for consideration by the Department of Labor:

- Raise SCSEP income eligibility guidelines.
- Return to the previous practice of excluding Social Security Disability for the purposes of program eligibility when an individual turns 65 years old as long as the person is able to prove that they were receiving Social Security Disability

prior to turning 65 years old. Since civil service and private disability pensions are excludable for applicants 65 and over, social security disability pensions also need to be excludable in order to be consistent and nondiscriminatory. The social security administration changes social security disability to regular social security after age 65 for bookkeeping purposes only, not because it has determined the person receiving the disability social security is no longer disabled.

- Additional funding in the administrative and other program categories would allow for a reduction in client to staff ratio, thereby allowing grantees to provide more personal and comprehensive services to individual participants.

SECTION 11. APPENDICES

Virginia's PY 2007 Equitable Distribution Report

Copies of emails to Stakeholders

Copy of Comments and VDA's Response

SCSEP Equitable Distribution Report

Attachment I -- Virginia's Title V Equitable Distribution Report for Program Year 2007

| County | Distribution Factor | Equitable Share | State | AARP | Experience Works | Goodwill Industries | NCOA | Totals | Difference |
|---------------------------|---------------------|-----------------|-------|------|------------------|---------------------|------|--------|------------|
| Accomack County, VA | 0.0127 | 16 | 7 | | | | 10 | 17 | 1 |
| Albemarle County, VA | 0.0081 | 10 | | | | 8 | | 8 | -2 |
| Alexandria city, VA | 0.0124 | 16 | | | | | 19 | 19 | 3 |
| Alleghany County, VA | 0.0049 | 6 | | | | 8 | | 8 | 2 |
| Amelia County, VA | 0.0026 | 3 | 1 | | | | 2 | 3 | 0 |
| Amherst County, VA | 0.0081 | 10 | | | | 4 | | 4 | -6 |
| Appomattox County, VA | 0.0042 | 5 | | | | 6 | | 6 | 1 |
| Arlington County, VA | 0.0154 | 19 | | | | | 17 | 17 | -2 |
| Augusta County, VA | 0.0108 | 14 | | | | 16 | | 16 | 2 |
| Bath County, VA | 0.0009 | 1 | | | | 4 | | 4 | 3 |
| Bedford city, VA | 0.0021 | 3 | | | | 1 | | 1 | -2 |
| Bedford County, VA | 0.0097 | 12 | | | | 11 | | 11 | -1 |
| Bland County, VA | 0.0024 | 3 | 2 | | | 3 | | 5 | 2 |
| Botetourt County, VA | 0.0042 | 5 | | | | 4 | | 4 | -1 |
| Bristol city, VA | 0.0060 | 8 | 2 | | 7 | | | 9 | 1 |
| Brunswick County, VA | 0.0063 | 8 | 3 | | | | 5 | 8 | 0 |
| Buchanan County, VA | 0.0093 | 12 | | | 12 | | | 12 | 0 |
| Buckingham County, VA | 0.0049 | 6 | 1 | | | 4 | | 5 | -1 |
| Buena Vista city, VA | 0.0017 | 2 | | | | 3 | | 3 | 1 |
| Campbell County, VA | 0.0106 | 13 | | | | 10 | | 10 | -3 |
| Caroline County, VA | 0.0047 | 6 | 2 | | | | | 2 | -4 |
| Carroll County, VA | 0.0091 | 11 | 4 | | | 10 | | 14 | 3 |
| Charles City County, VA | 0.0014 | 2 | 3 | | | | | 3 | 1 |
| Charlotte County, VA | 0.0051 | 6 | 7 | | | | 4 | 11 | 5 |
| Charlottesville city, VA | 0.0055 | 7 | | | | 2 | | 2 | -5 |
| Chesapeake city, VA | 0.0194 | 24 | | 21 | | | | 21 | -3 |
| Chesterfield County, VA | 0.0139 | 18 | 3 | 15 | | | | 18 | 0 |
| Clarke County, VA | 0.0023 | 3 | | | | | 3 | 3 | 0 |
| Colonial Heights city, VA | 0.0020 | 3 | 2 | | | | | 2 | -1 |
| Covington city, VA | 0.0019 | 2 | | | | 5 | | 5 | 3 |
| Craig County, VA | 0.0010 | 1 | | | | 2 | | 2 | 1 |
| Culpeper County, VA | 0.0051 | 6 | | | | | 2 | 2 | -4 |
| Cumberland County, VA | 0.0023 | 3 | 1 | | | 1 | | 2 | -1 |
| Danville city, VA | 0.0165 | 21 | 10 | | | | 12 | 22 | 1 |
| Dickenson County, VA | 0.0058 | 7 | | | 5 | | | 5 | -2 |
| Dinwiddie County, VA | 0.0047 | 6 | 1 | 2 | | | | 3 | -3 |
| Emporia city, VA | 0.0028 | 4 | 1 | | | | 3 | 4 | 0 |
| Essex County, VA | 0.0028 | 3 | 1 | | | | 3 | 4 | 1 |
| Fairfax city, VA | 0.0018 | 2 | | | | | 1 | 1 | -1 |
| Fairfax County, VA | 0.0409 | 52 | | | | | 48 | 48 | -4 |
| Falls Church city, VA | 0.0006 | 1 | | | | | 1 | 1 | 0 |
| Fauquier County, VA | 0.0067 | 8 | | | | | 6 | 6 | -2 |
| Floyd County, VA | 0.0040 | 5 | | | | 5 | | 5 | 0 |
| Fluvanna County, VA | 0.0026 | 3 | | | | 2 | | 2 | -1 |

| County | Distribution Factor | Equitable Share | State | AARP | Experience Works | Goodwill Industries | NCOA | Totals | Difference |
|---------------------------|---------------------|-----------------|-------|------|------------------|---------------------|------|--------|------------|
| Franklin city, VA | 0.0028 | 4 | | 4 | | | | 4 | 0 |
| Franklin County, VA | 0.0101 | 13 | 3 | | | 10 | | 13 | 0 |
| Frederick County, VA | 0.0070 | 9 | | | | | 3 | 3 | -6 |
| Fredericksburg city, VA | 0.0025 | 3 | 3 | | | | | 3 | 0 |
| Galax city, VA | 0.0026 | 3 | 5 | | | 2 | | 7 | 4 |
| Giles County, VA | 0.0039 | 5 | | | | 5 | | 5 | 0 |
| Gloucester County, VA | 0.0055 | 7 | 8 | | | | 1 | 9 | 2 |
| Goochland County, VA | 0.0025 | 3 | 3 | | | | | 3 | 0 |
| Grayson County, VA | 0.0063 | 8 | 5 | | | 3 | | 8 | 0 |
| Greene County, VA | 0.0017 | 2 | | | | 2 | | 2 | 0 |
| Greensville County, VA | 0.0030 | 4 | 3 | | | | 3 | 6 | 2 |
| Halifax County, VA | 0.0146 | 18 | 8 | | | | 11 | 19 | 1 |
| Hampton city, VA | 0.0177 | 22 | | 22 | | | | 22 | 0 |
| Hanover County, VA | 0.0069 | 9 | 6 | | | | | 6 | -3 |
| Harrisonburg city, VA | 0.0049 | 6 | | | | 4 | | 4 | -2 |
| Henrico County, VA | 0.0266 | 34 | 10 | 26 | | | | 36 | 2 |
| Henry County, VA | 0.0137 | 17 | 10 | | | 7 | | 17 | 0 |
| Highland County, VA | 0.0008 | 1 | | | | 1 | | 1 | 0 |
| Hopewell city, VA | 0.0045 | 6 | 2 | | | | | 2 | -4 |
| Isle of Wight County, VA | 0.0049 | 6 | | | | | 6 | 6 | 0 |
| James City County, VA | 0.0055 | 7 | | 7 | | | | 7 | 0 |
| King and Queen County, VA | 0.0019 | 2 | 1 | | | | 2 | 3 | 1 |
| King George County, VA | 0.0021 | 3 | 2 | | | | | 2 | -1 |
| King William County, VA | 0.0019 | 2 | 1 | | | | 1 | 2 | 0 |
| Lancaster County, VA | 0.0041 | 5 | 2 | | | | 3 | 5 | 0 |
| Lee County, VA | 0.0105 | 13 | 6 | | 6 | | | 12 | -1 |
| Lexington city, VA | 0.0015 | 2 | | | | 2 | | 2 | 0 |
| Loudoun County, VA | 0.0063 | 8 | 6 | | | | | 6 | -2 |
| Louisa County, VA | 0.0052 | 7 | | | | | 6 | 6 | -1 |
| Lunenburg County, VA | 0.0052 | 7 | 1 | | | | 5 | 6 | -1 |
| Lynchburg city, VA | 0.0164 | 21 | | | | 18 | | 18 | -3 |
| Madison County, VA | 0.0026 | 3 | | | | 1 | | 1 | -2 |
| Manassas city, VA | 0.0022 | 3 | | | | | 1 | 1 | -2 |
| Manassas Park city, VA | 0.0005 | 1 | | | | | 1 | 1 | 0 |
| Martinsville city, VA | 0.0069 | 9 | 6 | | | 10 | | 16 | 7 |
| Mathews County, VA | 0.0012 | 2 | 1 | | | | 2 | 3 | 1 |
| Mecklenburg County, VA | 0.0114 | 14 | 9 | | | | 7 | 16 | 2 |
| Middlesex County, VA | 0.0027 | 3 | 2 | | | | 2 | 4 | 1 |
| Montgomery County, VA | 0.0089 | 11 | | | | 10 | | 10 | -1 |
| Nelson County, VA | 0.0034 | 4 | | | | 3 | | 3 | -1 |
| New Kent County, VA | 0.0014 | 2 | 1 | | | | | 1 | -1 |
| Newport News city, VA | 0.0238 | 30 | | 27 | | | | 27 | -3 |
| Norfolk city, VA | 0.0391 | 49 | | 54 | | | | 54 | 5 |
| Northampton County, VA | 0.0052 | 7 | 4 | | | | 3 | 7 | 0 |
| Northumberland County, VA | 0.0035 | 4 | 1 | | | | 4 | 5 | 1 |
| Norton city, VA | 0.0014 | 2 | 2 | | 1 | | | 3 | 1 |
| Nottoway County, VA | 0.0056 | 7 | 2 | | | | 4 | 6 | -1 |
| Orange County, VA | 0.0063 | 8 | | | | | 3 | 3 | -5 |

| County | Distribution Factor | Equitable Share | State | AARP | Experience Works | Goodwill Industries | NCOA | Totals | Difference |
|---------------------------|---------------------|-----------------|------------|------------|------------------|---------------------|------------|-------------|------------|
| Page County, VA | 0.0065 | 8 | | | | | 5 | 5 | -3 |
| Patrick County, VA | 0.0062 | 8 | 4 | | | 6 | | 10 | 2 |
| Petersburg city, VA | 0.0103 | 13 | 7 | 6 | | | | 13 | 0 |
| Pittsylvania County, VA | 0.0172 | 22 | 8 | | | | 14 | 22 | 0 |
| Poquoson city, VA | 0.0012 | 2 | | | | | | 0 | -2 |
| Portsmouth city, VA | 0.0188 | 24 | | 20 | | | | 20 | -4 |
| Powhatan County, VA | 0.0019 | 2 | 3 | | | | | 3 | 1 |
| Prince Edward County, VA | 0.0054 | 7 | 6 | | | | 2 | 8 | 1 |
| Prince George County, VA | 0.0030 | 4 | 2 | | | | | 2 | -2 |
| Prince William County, VA | 0.0112 | 14 | | | | | 11 | 11 | -3 |
| Pulaski County, VA | 0.0083 | 10 | | | | 10 | | 10 | 0 |
| Radford city, VA | 0.0017 | 2 | | | | 2 | | 2 | 0 |
| Rappahannock County, VA | 0.0011 | 1 | | | | | 1 | 1 | 0 |
| Richmond city, VA | 0.0470 | 59 | 27 | 56 | | | | 83 | 24 |
| Richmond County, VA | 0.0029 | 4 | 1 | | | | 3 | 4 | 0 |
| Roanoke city, VA | 0.0221 | 28 | | | | 30 | | 30 | 2 |
| Roanoke County, VA | 0.0115 | 15 | | | | 15 | | 15 | 0 |
| Rockbridge County, VA | 0.0046 | 6 | | | | 8 | | 8 | 2 |
| Rockingham County, VA | 0.0117 | 15 | | | | 13 | | 13 | -2 |
| Russell County, VA | 0.0095 | 12 | | | 12 | | | 12 | 0 |
| Salem city, VA | 0.0040 | 5 | | | | 4 | | 4 | -1 |
| Scott County, VA | 0.0097 | 12 | 5 | | 14 | | | 19 | 7 |
| Shenandoah County, VA | 0.0067 | 8 | | | | | 8 | 8 | 0 |
| Smyth County, VA | 0.0104 | 13 | 12 | | 8 | | | 20 | 7 |
| Southampton County, VA | 0.0052 | 7 | | 6 | | | | 6 | -1 |
| Spotsylvania County, VA | 0.0067 | 8 | 3 | | | | | 3 | -5 |
| Stafford County, VA | 0.0051 | 6 | 3 | | | | | 3 | -3 |
| Staunton city, VA | 0.0065 | 8 | | | | 7 | | 7 | -1 |
| Suffolk city, VA | 0.0134 | 17 | | 16 | | | | 16 | -1 |
| Surry County, VA | 0.0015 | 2 | | 2 | | | | 2 | 0 |
| Sussex County, VA | 0.0037 | 5 | 2 | 4 | | | | 6 | 1 |
| Tazewell County, VA | 0.0124 | 16 | | | 18 | | | 18 | 2 |
| Virginia Beach city, VA | 0.0263 | 33 | | 30 | | | | 30 | -3 |
| Warren County, VA | 0.0056 | 7 | | | | | 4 | 4 | -3 |
| Washington County, VA | 0.0140 | 18 | 3 | | 18 | | | 21 | 3 |
| Waynesboro city, VA | 0.0033 | 4 | | | | 5 | | 5 | 1 |
| Westmoreland County, VA | 0.0060 | 7 | 1 | | | | 7 | 8 | 1 |
| Williamsburg city, VA | 0.0014 | 2 | | 2 | | | | 2 | 0 |
| Winchester city, VA | 0.0040 | 5 | | | | | 3 | 3 | -2 |
| Wise County, VA | 0.0114 | 14 | 8 | | 14 | | | 22 | 8 |
| Wythe County, VA | 0.0079 | 10 | 3 | | | 9 | | 12 | 2 |
| York County, VA | 0.0033 | 4 | | 4 | | | | 4 | 0 |
| TOTALS: | 1.0000 | 1259 | 262 | 324 | 115 | 296 | 262 | 1259 | 0 |

PY 2007 Positions: 262 324 115 296 262 1259
 State AARP EW Goodwill NCOA Total

Cummins, Patricia (VDA)

From: Cummins, Patricia (VDA)
Sent: Thursday, March 20, 2008 12:32 PM
To: Steinhauser, Tom (VDSS) (tom.steinhauser@dss.virginia.gov); (h.keogh@vachamber.com); (info@va-afficio.org); Margaret McAfee
Cc: lmatthews@workforce-development.org; Cummins, Patricia (VDA)
Subject: Notification of State Plan Development

This is to notify interested parties that the Virginia Department for the Aging (VDA) is in the process of developing a Title V Senior Community Service Employment Program (SCSEP) State Plan as required by Section 503 of the 2006 Older Americans Act (OAA) Amendments.

The OAA requires submission of a State Plan that outlines a four-year strategy for the statewide provision of community services and other authorized activities for eligible individuals under the Title V SCSEP program. Virginia's SCSEP program is operated through VDA and four national grantees (AARP Foundation, Experience Works, Inc., Goodwill Industries International, Inc., and National Council on the Aging, Inc.).

The State Plan is intended to foster short and long-term coordination among national and state SCSEP grantees and sub-recipients operating within the State, and to facilitate the efforts of key stakeholders to work collaboratively, through a participatory process, to accomplish SCSEP's goals. The attached Training and Employment Guidance Letter provides additional background information.

In developing the State Plan we are soliciting advice and recommendations from designated stakeholders as required by the OAA Amendments. Your agency or organization has been identified as one of those stakeholders. Preliminary feedback on the State Plan process may be provided to VDA at aging@vda.virginia.gov by April 2.

Following Virginia's upcoming all grantee State Plan meeting, we will provide additional details regarding the process and apprise stakeholders of all opportunities to participate in plan development. Please let me know if there is a specific individual within your organization to which future notices should be directed.

We ask that you forward this email to the appropriate persons in your field offices, state or local boards, and any other affected organization that you deem appropriate.

9/5/2008

Cummins, Patricia (VDA)

From: Cummins, Patricia (VDA)

Sent: Thursday, March 20, 2008 12:16 PM

To: Robinson, Gail (GOV) (Gail.Robinson@governor.virginia.gov); bduncan@rrcsb.org; Burcham, Debbie (VDA); Catherman, Tim (VDA); ceo@paa-inc.org; Cheryl Cooper; CTierney@pwcgov.org; dfarris@cvaaa.com; Dunn, Ronald; dwallace@aasc.org; Eldon James; esaaacaa@intercom.net; Eshmont, Leonard (VDA); grace.starbird@fairfaxcounty.gov; gwalker@jabacares.org; helen.cockrell@shenandoahaaa.com; Hinzman, Gwen; jschaefer@raaa16.org; jskirven@ssseva.org; ksheldon@bayaging.org; kvesley@bayaging.org; Lynch, Terri (VDSS); lynn.reid@loudoun.gov; maryann.griffin@alexandriava.gov; mguy@smyth.net; Miller, Kathy (VDA); mmaxwell@meoc.org; Nablo, Linda (VDA); paul@vpas.info; rparks@rrcsb.org; Sadowski, David; sbwloa@loaa.org; smorgan@rrcsb.org; tcarter@southernaaa.org; tinaking@nrvaooa.org; twatson@youraaa.org; Woods, Jane; craterdist@aol.com; Cummins, Patricia (VDA); dcrowder@pure.net; esaaa@aol.com; gmason@cdaaa.org; jrhea@smyth.net; lakecaaaa@lcaaa.org; lreid@loudoun.gov; mboynton@youraaa.org; nsmith@meoc.org

Cc: Linda Matthews (lmatthews@workforce-development.org); Carole Kincaid (carole_kincaid@experienceworks.org); SCECHISHOLM@aol.com; Barbara Murphy (scbmurphy@aol.com); (scccrighto@aol.com); (sonny.marks@ncoa.org); Timothy Hamre; Scjmatthew@aol.com; donald.davis@ncoa.org; bayagingworks@oasisonline.com; dwaller@lcaaa.org; esowp@verizon.net; kkehoe@loudoun.gov; ktrout@southernaaa.org; lbracy@youraaa.org; mboyntoncaaa@yahoo.com; mnewsome@cdaaa.org; pholland@raaa16.org; sprinkle@pure.net

Subject: Notification of Development of State Plan

Attachments: State Plan TEGL.pdf

This is to notify interested parties that the Virginia Department for the Aging (VDA) is in the process of developing a Title V Senior Community Service Employment Program (SCSEP) State Plan as required by Section 503 of the 2006 Older Americans Act (OAA) Amendments.

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The State Plan is intended to foster short and long-term coordination among national and state SCSEP grantees and sub-recipients operating within the State, and to facilitate the efforts of key stakeholders to work collaboratively, through a participatory process, to accomplish SCSEP's goals. The attached Training and Employment Guidance Letter provides additional background information.

In developing the State Plan we are soliciting advice and recommendations from designated stakeholders as required by the OAA Amendments. Your agency or organization has been identified as one of those stakeholders. Preliminary feedback on the State Plan process may be provided to VDA at aging@vda.virginia.gov by April 2.

Following Virginia's upcoming all grantee State Plan meeting, we will provide additional details regarding the process and apprise stakeholders of all opportunities to participate in plan development. Please let me know if there is a specific individual within your organization to which future notices should be directed.

We ask that you forward this email to the appropriate persons in your field offices, state or local boards, and any other affected organization that you deem appropriate.

9/5/2008

Cummins, Patricia (VDA)**From:** Cummins, Patricia (VDA)**Sent:** Tuesday, May 20, 2008 4:49 PM

To: Steinhauser, Tom (VDSS) (tom.steinhauser@dss.virginia.gov); (h.keogh@vachamber.com); (info@va-aflcio.org); 'Robinson, Gail'; 'bduncan@rrcsb.org'; 'Burcham, Debbie (VDA)'; 'Catherman, Tim (VDA)'; 'ceo@paa-inc.org'; 'Cheryl Cooper'; 'CTierney@pwcgov.org'; 'dfarris@cvaaa.com'; 'Dunn, Ronald'; 'dwallace@aasc.org'; 'Eldon James'; 'esaaacaa@intercom.net'; 'Eshmont, Leonard (VDA)'; 'grace.starbird@fairfaxcounty.gov'; 'gwalker@jabacares.org'; 'helen.cockrell@shenandoahaaa.com'; 'Hinzman, Gwen'; 'jschaefer@raaa16.org'; 'jskirven@ssseva.org'; 'ksheldon@bayaging.org'; 'kvesley@bayaging.org'; 'Lynch, Terri (VDSS)'; 'lynn.reid@loudoun.gov'; 'maryann.griffin@alexandriava.gov'; 'mguy@smyth.net'; 'Miller, Kathy (VDA)'; 'mmaxwell@meoc.org'; 'Nablo, Linda (VDA)'; 'paul@vpas.info'; 'rparks@rrcsb.org'; 'Sadowski, David'; 'sbwloa@loaa.org'; 'smorgan@rrcsb.org'; 'tcarter@southernaaa.org'; 'tinaking@nrvaooa.org'; 'twatson@youraaa.org'; 'Woods, Jane'; 'Cummins, Patricia (VDA)'; 'dcrowder@pure.net'; 'esaaa@aol.com'; 'Eshmont, Leonard (VDA)'; 'gmason@cdaaa.org'; 'jrhea@smyth.net'; 'lakecaaa@lcaaa.org'; 'lreid@loudoun.gov'; 'mboynton@youraaa.org'; 'nsmith@meoc.org'; 'Margaret McAfee'

Cc: 'bayagingworks@oasisonline.com'; 'Cummins, Patricia (VDA)'; 'dwaller@lcaaa.org'; 'Eshmont, Leonard (VDA)'; 'esowp@verizon.net'; 'jrhea@smyth.net'; 'kkehoe@loudoun.gov'; 'ksheldon@bayaging.org'; 'ktrout@southernaaa.org'; 'lbracy@youraaa.org'; 'mboyntoncaaaa@yahoo.com'; 'mnewsome@cdaaa.org'; 'nsmith@meoc.org'; 'pholland@raaa16.org'; 'sprinkle@pure.net'; 'Linda Matthews'; 'Carole_Kincaid@experienceworks.org'; 'SCECHISHOLM@aol.com'; 'Scbmurphy@aol.com'; 'Sccrighto@aol.com'; 'Sonny Marks'; 'Scjmatthew@aol.com'; 'bayagingworks@oasisonline.com'; 'Cummins, Patricia (VDA)'; 'dwaller@lcaaa.org'; 'esowp@verizon.net'; 'jrhea@smyth.net'; 'kkehoe@loudoun.gov'; 'ksheldon@bayaging.org'; 'ktrout@southernaaa.org'; 'lbracy@youraaa.org'; 'mboyntoncaaaa@yahoo.com'; 'mnewsome@cdaaa.org'; 'nsmith@meoc.org'; 'pholland@raaa16.org'; 'sprinkle@pure.net'; 'Elizabeth Robertson'; 'Scnewportva@aol.com'

Subject: Stakeholders Meeting on Title V State Plan

This is a follow up to the Virginia Department for the Aging's (VDA) March 20 email notification regarding development of the Title V Senior Community Service Employment Program (SCSEP) State Plan.

As noted in our earlier email, we are soliciting advice and recommendations on the State Plan as required by the 2006 Older American Act Amendments.

This is to notify interested parties that VDA has scheduled a plan development meeting of all Virginia Title V grantees on Thursday, May 29 at 10:00 am. As an identified stakeholder, you or your representative are invited to attend. The meeting will be held at VDA located at 1610 Forest Avenue, Suite 100.

If you are planning to attend the meeting, please let us know by responding to this email by Friday, May 23.

Thank you.

Cummins, Patricia (VDA)

From: Cummins, Patricia (VDA)

Sent: Thursday, August 14, 2008 12:02 PM

To: anderellis@aol.com; bmbowden418@aol.com; Burcham, Debbie (VDA); Christopher, Julie (VDA); dlyons@sunnyside.cc; ebshaw@verizon.net; ericawood@staff.abanet.org; gwenmullen@comcast.net; helen.cockrell@shenandoahaaa.com; hspindle@youraaa.org; judkoz@yahoo.com; Nardi, Gail (VDSS); rwl3w@virginia.edu; ssvgesmrc@earthlink.net; terry.smith@dmas.virginia.gov; thelma32@adelphia.net; transone@crosslink.net; wparrish@erols.com; xavier.richardson@medicorp.org

Cc: Miller, Kathy (VDA); Cummins, Patricia (VDA)

Subject: Notification of Public Comment Period for Virginia's Title V SCSEP State Plan

The Older Americans Act Amendments of 2006 require the Governor of each state or his/her designee to complete a Senior Employment Services Coordination Plan, also referred to as the "State Plan", and make the plan available for public comment. The State Plan, a four year strategic plan, is intended to foster short and long-term coordination among the national and state Title V Senior Community Service Employment Program (SCSEP) grantees and sub-recipients operating within the state, and to facilitate the efforts of key stakeholders to work collaboratively, through a participatory process, to accomplish the SCSEP's goals.

This is to notify interested parties that the Commonwealth's State Plan has been posted on the Virginia Department for the Aging's (VDA) web site for review and comment. To view the plan, visit the agency's News page at <http://www.vda.virginia.gov/news.asp>. Comments are due by COB on Wednesday, August 27, 2008.

We ask that you forward this email to the appropriate persons in your field offices, state or local boards, and any other affected or interested organizations that you deem appropriate.

Cummins, Patricia (VDA)**From:** Cummins, Patricia (VDA)**Sent:** Wednesday, August 13, 2008 3:50 PM

To: Arlington August2008-January2009; bduncan@rrcsb.org; Burcham, Debbie (VDA); Catherman, Tim (VDA); ceo@paalnc.org; Cheryl Cooper; CTierney@pwcgov.org; dfarris@cvaaa.com; Dunn, Ronald; dwallace@aasc.org; Eldon James; esaaacaa@intercom.net; Eshmont, Leonard (VDA); grace.starbird@fairfaxcounty.gov; gwalker@jabacares.org; helen.cockrell@shenandoahaaa.com; Hinzman, Gwen; jschaefer@raaa16.org; jskirven@ssseva.org; ksheldon@bayaging.org; kvesley@bayaging.org; Lynch, Terri (VDSS); lynn.reid@loudoun.gov; maryann.griffin@alexandriava.gov; mguy@smyth.net; Miller, Kathy (VDA); mmaxwell@meoc.org; Nablo, Linda (VDA); paul@vpas.info; rparks@rrcsb.org; Sadowski, David; sbwloa@loaa.org; smorgan@rrcsb.org; tcarter@southernaaa.org; tinaking@nrvaoo.org; twatson@youraaa.org; Woods, Jane; arlaaa@arlingtonva.us; Cummins, Patricia (VDA); dcrowder@pure.net; esaaa@aol.com; Eshmont, Leonard (VDA); gmason@cdaaa.org; jrhea@smyth.net; lakecaaa@lcaaa.org; lreid@loudoun.gov; mboynton@youraaa.org; Miller, Kathy (VDA); nsmith@meoc.org; Sadowski, David L.; Margaret McAfee; Steinhauer, Tom (VDSS) (tom.steinhauer@dss.virginia.gov); (h.keogh@vachamber.com); (info@va-aficio.org); Robinson, Gail; SCECHISHOLM@aol.com; Scbmurphy@aol.com; Scccrighth@aol.com; Scnewportva@aol.com; Carole_Kincaid@experienceworks.org; Donald.Davis@ncoa.org; Timothy Hamre; Elizabeth Robertson; Salyer, Marietta; Linda Matthews; bayagingworks@oasonline.com; Cummins, Patricia (VDA); dwaller@lcaaa.org; Eshmont, Leonard (VDA); esowp@verizon.net; jrhea@smyth.net; kkehoe@loudoun.gov; ksheldon@bayaging.org; ktrout@southernaaa.org; lbracy@youraaa.org; mboyntoncaaa@yahoo.com; Miller, Kathy (VDA); mnewsome@cdaaa.org; nsmith@meoc.org; pholland@raaa16.org; sprinkle@pure.net; Peterson, William (VDA)

Subject: Notification of Public Comment Period for Virginia's Title V SCSEP State Plan

The Older Americans Act Amendments of 2006 require the Governor of each state or his/her designee to complete a Senior Employment Services Coordination Plan, also referred to as the "State Plan", and make the plan available for public comment. The State Plan, a four year strategic plan, is intended to foster short and long-term coordination among the national and state Title V Senior Community Service Employment Program (SCSEP) grantees and sub-recipients operating within the state, and to facilitate the efforts of key stakeholders to work collaboratively, through a participatory process, to accomplish the SCSEP's goals.

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We ask that you forward this email to the appropriate persons in your field offices, state or local boards, and any other affected or interested organizations that you deem appropriate.

Cummins, Patricia (VDA)

From: Francis McKenna [fmckenna@ruralinc.org]
Sent: Wednesday, August 27, 2008 3:53 PM
To: Cummins, Patricia (VDA)
Subject: Public Comment for Virginia's Title V SCSEP State Plan

Dear Ms. Cummins:

Rural Opportunities, Inc. Virginia Title V SCSEP Program would like to submit the following comments for the Virginia State plan:

#1. When the current State provider is unable, or unwilling, to administer the SCSEP Program in a specific area, the current

National Sponsor Grantee in that area should be given the first opportunity to administer the program for these reasons:

- a) The National Sponsor Grantee has a proven delivery system in place
- b) The National Sponsor Grantee is a cost effective choice
- c) The National Sponsor Grantee provides a seamless transition of services to the participants, employers, and community

#2. We request clarification of the criteria that will be used to determine which slots are to be reduced. We maintain that the smaller

State Programs be reduced first, as opposed to the larger National Sponsor Grantee Programs, many of which deliver on program goals at levels exceeding state programs.

#3. The value of the Community Service Training Sites is obscured and confused by the addition of the hiring criterion. The Plan

calls for the elimination of Community Service Training Sites that do not hire trainees. However, many Community Service

Training Sites provide excellent skills development that leads to placement of trainees in unsubsidized employment with other

companies, many of which are not willing or able to provide skills development training.

Thank you for this opportunity to present our comments.

Sincerely,

Fran McKenna
 Deputy for Senior Training and Employment
 Rural Opportunities, Inc.
 400 East Ave. Rochester, NY 14607
 585-340-3374
 585-340-3373 (f)

Cummins, Patricia (VDA)

From: Nablo, Linda (VDA)
Sent: Thursday, October 09, 2008 2:08 PM
To: fmckenna@ruralinc.org
Cc: Cummins, Patricia (VDA)
Subject: VDA Response to Comments on Title V Plan

Dear Ms. McKenna:

Thank you for Rural Opportunities, Inc.'s (ROI) comments on Virginia's Title V Strategic Plan. We appreciate NCOA's and ROI's participation in the State Plan planning process and ROI's representation at stakeholders' meetings and conference calls during the development of the State Plan. The Virginia Department for the Aging's (VDA) responses to your comments are as follows:

ROI's Comment #1. When the current State provider is unable, or unwilling, to administer the SCSEP Program in a specific area, the current National Sponsor Grantee in that area should be given the first opportunity to administer the program for these reasons:

- a) The National Sponsor Grantee has a proven delivery system in place
- b) The National Sponsor Grantee is a cost effective choice
- c) The National Sponsor Grantee provides a seamless transition of services to the participants, employers, and community

Response: This comment appears to be on VDA's service delivery structure for its State Title V grant rather than a State Plan issue. However, we would like to respond and make ROI aware of the delivery structure VDA has chosen for the operation of its State grant in Virginia. Currently, VDA manages the grant and contracts with 10 AAAs and one WIB to operate the program. It has been VDA's long standing practice to subcontract the State Grant to AAAs, and in those instances where a AAA "opts out", to subcontract with the WIB that serves the area. Since the inception of the grant, VDA and its statewide AAA network have agreed to deliver Title V services through these two existing statewide delivery systems instead of competing out funds. Both systems have close ties to the local community, including locally appointed boards to which they report, and are part of the state system as they have direct links to state agencies. At the present time, we plan to continue to administer the grant as we have in the past.

ROI's Comment #2. We request clarification of the criteria that will be used to determine which slots are to be reduced. We maintain that the smaller State Programs be reduced first, as opposed to the larger National Sponsor Grantee Programs, many of which deliver on program goals at levels exceeding state programs.

Response: When DOL reduces grantee slots, as it did for Program Year 2008, VDA uses DOL State Plan guidance, DOL equitable distribution requirements, and State Plan goals to determine where slot reductions would be appropriate. This is done within the context of DOL's equitable share goals calculated for each jurisdiction. Both national and state grantees reduce slots in over served areas, giving priority to the most over served areas. A good example can be found on page 8 of the State Plan. Consistent with equitable share and State Plan goals, both AARP and the State grantee used DOL PY 08 slot reductions to reduce service in Virginia's most over-served area, Richmond City.

DOL's guidance regarding distribution and transfer of slots within the state to achieve equitable share goals is not predicated on program size or performance. DOL's Training and Employment Guidance Letter (TEGL) No. 16-07 states "both national and the state grantees are expected to move positions from over-served to underserved locations". We maintain that slot reductions, like slot transfers, should be made within the framework of DOL's Equitable Distribution guidance and without regard to the program size. We plan to continue with this approach.

ROI's Comment #3. The value of the Community Service Training Sites is obscured and confused by the addition of the hiring criterion. The Plan calls for the elimination of Community Service Training Sites that do not hire trainees. However, many Community Service Training Sites provide excellent skills development that leads to placement of trainees in unsubsidized employment with other companies, many of which are not willing or able to

provide skills development training.

Response: It was not the intention of the State Plan grantees/stakeholder group to call for the elimination of Community Service Training Sites that do not hire trainees. We agree with your comment that there are sites that provide excellent skills development that lead to placement, yet do not hire participants. The value of these non-hiring sites, in fact, was discussed by the group. We will review the wording of Goal 1 of Section 5 of the State Plan and correct it to conform to our intent and your comment. Thank you for bringing this to our attention.

Again, thank you for your comments. Please contact myself or Patricia Cummins if you have other concerns or questions.

Sincerely,

Linda Nablo
Commissioner
Virginia Department for the Aging
Richmond, VA 23229
804 662-9308

10/10/2008